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OFFICE OF THE ASSISTANT DIRECTOR

2 October 1950

SUBJECT: Draft outline of organization of the Special Staff

1. Functional Assignmentsa. Assistant Director, ORE

As Chairman of the Special Staff, directs the activities of the Staff and makes final decisions on all its actions.

b. Executive Secretary

Coordinates and supervises the execution of Staff actions subsequent to their approval by the Assistant Director, Acts for the Assistant Director in expediting the work of the Staff.

c. Project Planning Group

Initiates projects for Staff action. This includes the drafting of terms of reference, indicating also recommended priorities and desirable Divisional or Departmental participation.

d. Production Steering Group

Assigns projects to Staff Groups and supervises their progress through the various stages of production. Meets with the production groups to review draft estimates and reduce to essentials apparent points of difference as a preliminary to the review of these estimates by the Staff in plenary session.

e. Current Group

Meets periodically with the Special Staff to exchange views on matters pertinent to current intelligence production.

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This exchange has a three-fold purpose:

- (1) To establish and review the CIA position on any given point of intelligence;
- (2) To facilitate the inclusion of the CIA position in current publications; and
- (3) To insure prompt Staff attention to matters of which it ought to take cognizance.

Produces the CIA monthly "Review of the World Situation as it Affects the Security of the United States."

f. Soviet Orbit Group

Produces or has cognizance of the production of all estimates covering primarily Soviet and Satellite intentions and capabilities, but excluding China.



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h. Peripheral Areas Group

Produces or has cognizance of the production of all estimates covering problems primarily involving China and countries which are neither within or the Soviet Orbit.

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